

# Self Insurance Fund

**Mission.** The purpose of the Self-Insurance Fund is to provide a risk management program for the City, its employees, and the general public. The risk management process is a systematic and continuous identification of loss exposures; an analysis of the exposures in terms of frequency and severity probabilities; an application of sound risk control and safety procedures; and the financing of risks consistent with the City's financial resources.

**Overview.** The Self-Insurance Fund includes a variety of operations: Life Insurance, Health Insurance, Workers' Compensation, Risk Management, Tort Claims and the Safety Office. The components are financed by a combination of employer contributions (Worker's Compensation, Group Life Insurance and Group Health Insurance), employee contributions (Group Life and Group Health Insurance), and City contributions (Risk Management, Safety Office and Tort Claims). The Group Life Insurance is administered by the Department of Finance's Pension Management Office, while the Law Department administers tort claims. The Risk Management Office supervises all other self-insurance operations.

**Finance and Operations.** Life Insurance is available to all full time City employees. Generally, the employee pays one third and the City, with fund interest earnings, finances two-thirds. Health insurance is available at affordable rates to all employees and retirants. The City pays 75 percent of the premium, and the employee pays 25 percent.

Workers' compensation claim investigation and processing is handled by Risk Management personnel. Annually, over 500 claims are processed. The Self-Insurance Fund also funds the defense and settlement (when appropriate) of tort claims. Risk Management staff also review property and liability loss exposure issues.

The Safety Office staff encourages City employees to develop safe work habits. Numerous training sessions are held covering topics such as defensive driving, bloodborne pathogens, electrical safety and ergonomics. Over 650 City employees attend training monthly.



*The Safety Office encourages safe work habits and a safe work environment with training, inspection of work sites, and facilitation of work environment improvements.*

## Self Insurance Fund Budget Summary

	1998 Actual	1999 Adopted	1999 Revised	2000 Adopted	2001 Approved
<b>Self Insurance Fund Revenue</b>	<b>18,331,250</b>	<b>19,785,910</b>	<b>19,805,040</b>	<b>23,631,740</b>	<b>26,510,830</b>
Personal Services	590,673	1,600,730	1,568,530	1,701,360	1,713,300
Contractual Services	17,485,929	17,791,200	18,267,970	21,391,470	24,045,800
Commodities	85,948	89,100	89,100	89,100	89,100
Capital Outlay	8,130	5,000	5,000	35,000	10,000
Other	3,514,671	1,209,000	1,309,000	1,309,000	1,309,000
<b>Total Self Insurance Fund Expenditures</b>	<b>21,685,352</b>	<b>20,695,030</b>	<b>21,239,600</b>	<b>24,525,930</b>	<b>27,167,200</b>
Revenue Over (Under) Expenditures	(3,354,101)	(909,120)	(1,434,560)	(894,190)	(656,370)
<b>Self Insurance Fund Balance</b>	<b>9,330,707</b>	<b>7,345,752</b>	<b>7,883,659</b>	<b>6,976,981</b>	<b>6,308,123</b>
<b>Personal Services Position Summary</b>					
Total full-time	5	5	5	5	5
Total part-time	0	0	0	0	0
Total FTE	5	5	5	5	5